



Departmental Quarterly Performance Report

Miami Dade County Homeless Trust

**Reporting Period:
FY 2003 - 2004
First Quarter**

I. Performance Initiatives	Page 2
II. Personnel Status	Page 6
III. Financial Performance	Page 7
IV. Department Director Review	Page 8

Departmental Quarterly Performance Report

Department Name: Miami Dade County Homeless Trust

Reporting Period: First Quarter

MAJOR PERFORMANCE INITIATIVES

Implement various system wide initiatives in order to allow more effective use of existing resources within the Homeless Trust Continuum of Care to include Emergency, Transitional and Permanent Housing. These initiatives as detailed in the Trust's adopted Business Plan include implementing a Case Review Committee (CRC) in order to review and make determinations on specific cases regarding homeless individuals. To implement the Homeless Management Information System (HMIS) allowing for more effective use of resources and better client tracking through out the continuum. To develop a 10 Year Plan To End Homelessness effectively creating a road map for the department to follow with specific goals laid out in order to reach the objective of ending homelessness within 10 years.

Performance Indicators: (HH5-1)

- At the close of the last quarter the department selected and entered into a contract with an Homeless Management Information System (HMIS) system and provider through a competitive procurement process.
- HMIS training was successfully carried out by the vendor on the new system to all Homeless Trust staff members who will be working with the new system, as well as all Homeless trust funded providers and their respective staff. All Homeless Trust funded providers have been trained on site. Additionally, the data from our private sector partner CPHI, has been converted.
- The 10 year plan to End Homelessness Community Education Document has been finalized and presentations to key community stakeholders is well underway.
- During the previous quarter a chairperson members for the CRC was identified and selected. The roles and responsibilities of the committee were created and adopted. The first organizational meeting of the CRC took place during the second quarter of the fiscal year and a regular schedule of meetings has commenced.

___ Strategic Plan

☒ Business Plan

___ Budgeted Priorities

___ Customer Service

___ ECC Project

___ Workforce Dev.

___ Audit Response

___ Other _____
(Describe)

Departmental Quarterly Performance Report
Department Name: Miami Dade County Homeless Trust
Reporting Period: First Quarter

Increase access to and utilization of emergency housing beds within the Homeless Continuum of Care. It is our goal to reduce the vacancy rate of Trust-contracted emergency housing providers by the end of the fiscal year to a level less than 1.75%. In addition, a goal of placing 1,587 homeless individuals per quarter has also been established as well as to maintain at least 6,600 contacts per quarter by Homeless Trust fund Outreach teams with homeless individuals.

Performance Indicators: (HH5-1)

- Emergency shelter placements totaled 1,456 of homeless individuals for this quarter.
 - Homeless Trust contracted outreach teams had 9,698 contacts with homeless individuals for this quarter exceeding the established goal of 6,500 contacts per quarter.
- The established goal for this quarter was met as the vacancy rate was 1.0%, exceeding our established goal for the quarter by .75%.

___ Strategic Plan
X Business Plan
___ Budgeted Priorities
___ Customer Service
___ ECC Project
___ Workforce Dev.
___ Audit Response
___ Other _____
(Describe)

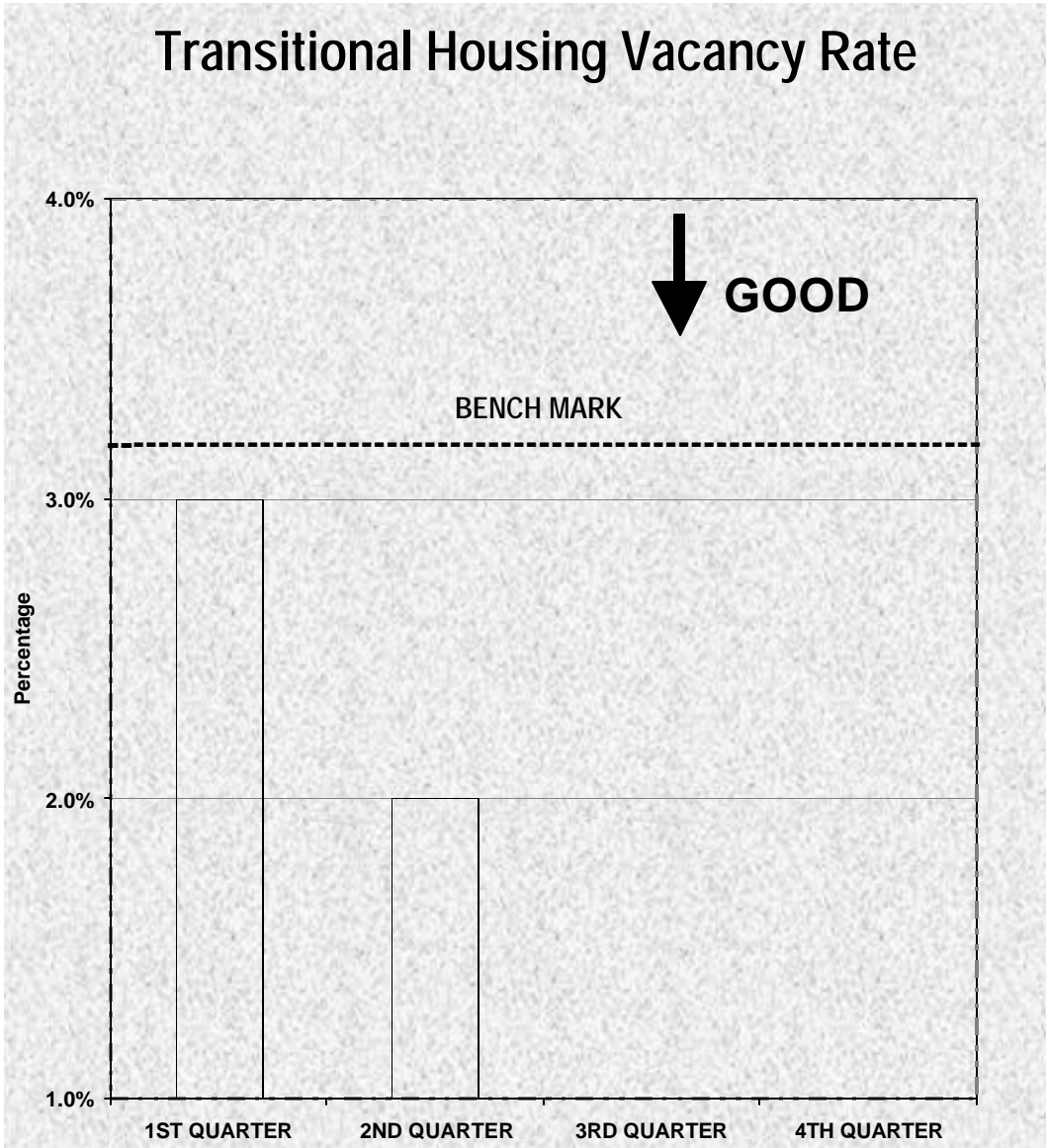


Departmental Quarterly Performance Report
Department Name: Miami Dade County Homeless Trust
Reporting Period: First Quarter

Increase access to and utilization of transitional housing beds within the Homeless Continuum of Care. It is our goal to reduce the vacancy rate of Trust-contracted transitional housing providers by the end of the fiscal year to a level less than 3.25%. In addition, a goal was also established to place a minimum of 400 homeless individuals into Transitional Housing each quarter.

Performance Indicators: (HH5-1)

- A total of 597 homeless individuals were placed into transitional housing during the First Quarter, thus surpassing our established goal of 410 individuals.
- One (1) site monitoring visit was conducted and completed during the quarter examining both the programmatic and fiscal compliance of the agency and it’s programs.
- The Transitional Housing Vacancy rate for the First Quarter was at 2%.



- Strategic Plan
Business Plan
Budgeted Priorities
Customer Service
ECC Project
Workforce Dev.
Audit Response
Other

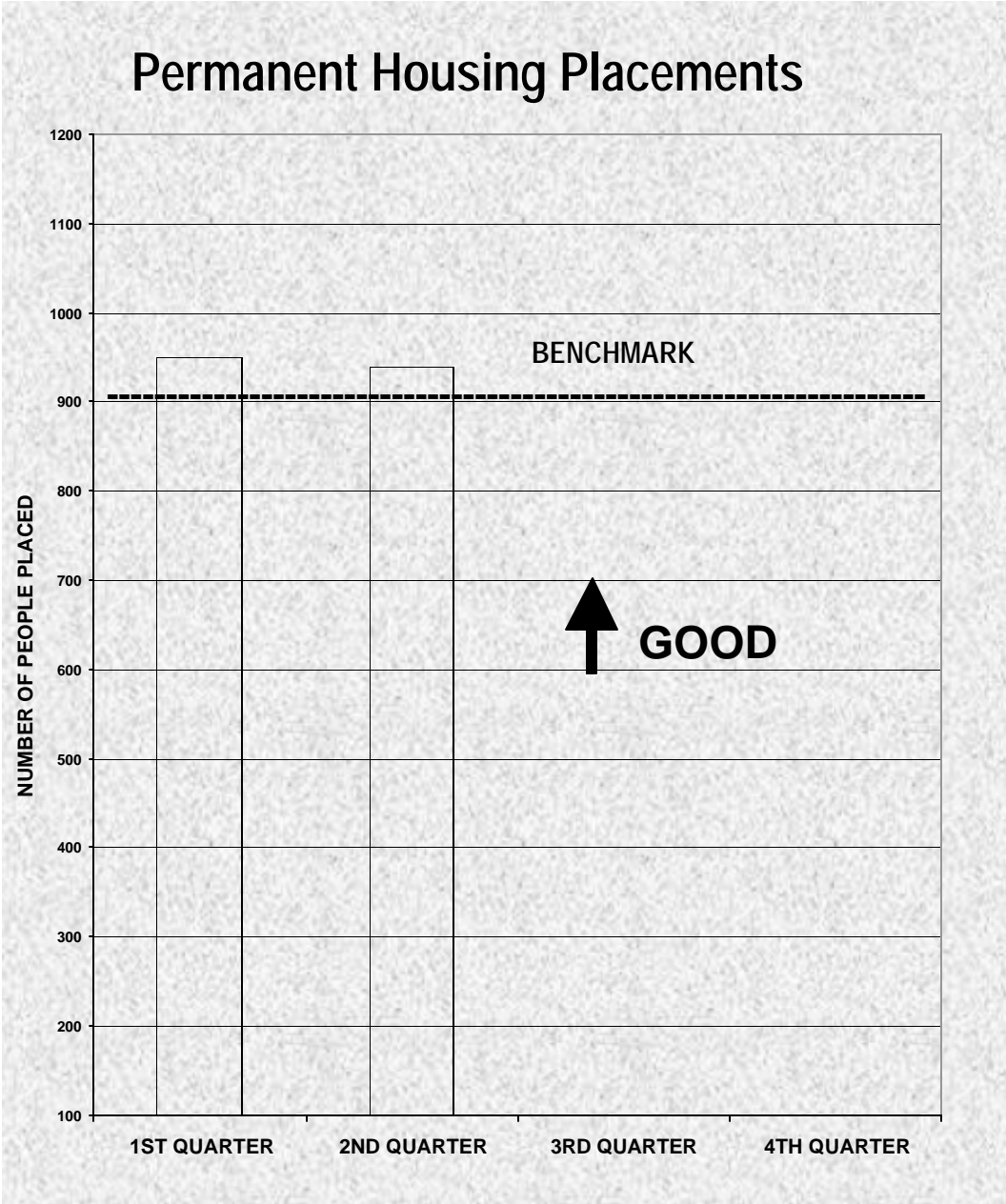
(Describe)

Departmental Quarterly Performance Report
Department Name: Miami Dade County Homeless Trust
Reporting Period: First Quarter

Increase access to and utilization of permanent housing units within the Homeless Continuum of Care. It is our goal to place a minimum of 900 formerly homeless individuals into permanent housing per quarter.

Performance Indicators: (HH5-1)

- Performance for this quarter exceeded the established goal as 939 individuals were placed into permanent housing.



- ___ Strategic Plan
- X Business Plan
- ___ Budgeted Priorities
- ___ Customer Service
- ___ ECC Project
- ___ Workforce Dev.
- ___ Audit Response
- ___ Other _____ (Describe)

Departmental Quarterly Performance Report
Department Name: Miami Dade County Homeless Trust
Reporting Period: First Quarter

PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	10	12	12	0	12	0				

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately .

Notes:

B. Key Vacancies – There were no vacant positions during the reporting period. The office was fully staffed with all budgeted positions being filled.

C. Turnover Issues – No turnover issues to report at this time.

D. Skill/Hiring Issues – No issues to report in this area.

*E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)*

The department did have one (1) temporary employee contracted through an employment agency on staff in order to assist in grant related work.

F. Other Issues

Departmental Quarterly Performance Report
Department Name: Miami Dade County Homeless Trust
Reporting Period: First Quarter

FINANCIAL SUMMARY

	FY 2002-2003 Actual	FY 2003-2004						
		Total Annual Budget	Quarter 2		Year-To-Date			% of Annual Budget
			Budget	Actual	Budget	Actual	Variance	
Revenues								
Food and Beverage	\$8,507,184	\$8,121,000	\$2,030,250	\$3,205,262	\$4,060,500	\$4,614,543	\$554,043	57%
US HUD Grants	\$12,472,774	\$13,988,000	\$3,497,000	\$3,088,595	\$6,994,000	\$8,125,170	\$1,131,170	58%
US DOL WTW Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
State of Florida Grants	\$1,548,633	\$470,000	\$117,500	\$124,970	\$235,000	\$261,597	\$26,597	56%
Donations	\$38,002	\$180,000	\$0	\$0	\$0	180,000	\$180,000	100%
FRC Repayment Revenue				\$6,111		6,111		
Interest Earnings	\$39,014	\$75,000	\$18,750	\$6,981	\$37,500	12,320	(\$25,180)	16%
Carryover	\$2,625,294	\$2,214,000	\$0	-	\$0	2,504,557	\$2,504,557	113%
Total Revenues	\$25,230,901	\$25,048,000	\$5,663,500	\$6,431,919	\$11,327,000	\$15,704,298	\$4,377,298	63%
Expenditures								
Salaries & Fringes	\$730,287	\$866,000	\$216,500	\$228,642	\$433,000	\$414,089	(\$18,911)	48%
Other Operating Expenses	\$21,992,750	\$23,927,000	\$5,981,750	\$5,859,362	\$11,963,500	\$11,589,262	(\$374,238)	48%
Capital	\$3,307	\$255,000	\$63,750	-	\$127,500	-	(\$127,500)	0%
Total Expenditures	\$22,726,344	\$25,048,000	\$6,262,000	\$6,088,004	\$12,524,000	\$12,003,351	(\$520,649)	48%
Revenues Less Expenditures	\$2,504,557	\$0		\$343,915		\$3,700,947	\$4,897,947	

- 1) Food and Beverage tax proceeds were higher than budgeted for the year as monthly collections exceeded budgeted levels.
- 2) U.S. HUD revenues were higher than budgeted for the year due to increased reimbursements processed by MDHT and collection of prior year expenditures.
- 3) State Grant revenues were higher than budgeted for the quarter due to increased reimbursements.
- 4) Donation received in a lump sum amount during the First Quarter.
- 5) Interest earnings were lower than budgeted due to marginal interest rates.
- 6) Carryover was posted during the First Quarter reporting period.
- 7) Salaries and Fringes were lower than budgeted for the year due to departmental attrition.
- 8) Other operating expenses were lower than budgeted due to unexpended carryover revenue.
- 9) Computer equipment and passenger vans for private sector partner were not purchased during the Second Quarter as originally budgeted. Equipment will be purchased during the Third and Fourth Quarters of the fiscal year.

Equity in pooled cash (for proprietary funds only)

Fund/Sub-Fund	FY 2003-2004 Actual Fund Balance	Projected at Year-End as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
150/155	\$2,504,557	\$940,300	\$1,900,000		
Total	\$2,504,557	\$940,300	\$1,900,000	\$0	\$0

Departmental Quarterly Performance Report
Department Name: Miami Dade County Homeless Trust
Reporting Period: First Quarter

Comments:

STATEMENT OF PROJECTION AND OUTLOOK

The Miami Dade County Homeless Trust has requested through the Office of Strategic Business Management (OSBM) a mid year supplemental budget amendment for the current fiscal year in order to allow budget authority for grants which were not budgeted but will be coming on line during the year. With this amendment, the Homeless Trust projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses at the end of the fiscal year for an approximate year end carryover of \$1,900,000. This projected carryover will be budgeted in FY 04-05 in order to help fund transitional housing primary care beds.

Notes and Issues:

This projection assumes a continued growth of the Food & Beverage Tax for a projected year end collection of approximately \$8,121,000. It is also assumed that no major un-budgeted repairs will be required at the Community Partnership For The Homeless (The Homeless Trust Private Sector Partner), Homeless Assistance Centers which the Trust would have to fund at a level of 60%.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date: _____